

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:352-709 R-1**

### Quotations are Due By:

(Eastern Time)10:00 AM on 04/30/2009

Submit Fax Quotes to:00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

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**TITLE:** Non-appropriated Funds Earnings and Leave Statement

**QUANTITY:** 680000 data mailer sets.

-----REBID SCHEDULE---Fax Quotes to: (202) 512-1612--REBID SCHEDULE----

**TRIM SIZE:** Overall size: 11 x 6"

After Detachment: 10-1/4 x 6"

### **SCHEDULE:**

Furnished Material will be available for pickup by 04/30/2009

Deliver complete (to arrive at destination) by 05/29/2009

F.O.B. destination

**QUALITY LEVEL:** N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

-----MARGINALLY PUNCHED CONTINUOUS SELF-MAILER-----

### **EQUIPMENT AND USAGE :**

Printer: IBM 4245/12 and 6262/4248

Buster: Moore 3600/3610 or Divi30

Decollator: Moore 1600/1200

**CLEAR, SHARP PRINTING REQUIRED.**

**PRINTING:** The face of parts 1 & 3 print identical black line and flattone matter. The face of part 2 prints black line matter. The back of part 1 contains a 2-7/8 x 1" hot spot carbonized area (no printing). The back of part 2 prints an approx. 9-1/2 x 5-1/8" jumbled character security feature in black. The back of part 3 prints black line matter.

**CONSTRUCTION:** Set consists of a marginally punched continuous form (Part 1) and an envelope (constructed from Parts 2 and 3). Hot spot carbon is required on the reverse of Part 1.

**JOINING:** Crimp all parts in the left and right margins. Parts 2 and 3 are firm glued on the left and right and at the top and bottom with temporary glue to form a sealed envelope. Glue line to be positioned between marginal aligning strip perforations. Contractor's opening instruction to appear vertically along left glue strip on face of Part 2.

**PERFORATIONS/SCORING:** Perforate Parts 1 thru 3 vertically along the entire 6" dimension at 3/8" from left and right edges. In addition, perforate Parts 2 and 3 at 3/4" from the left edge. Horizontal tearline perforations shall be provided every 6".

**CARBONIZING:** The back of Part 1 must have a 2-7/8 x 1" Hot Spot carbonized area located 3-7/8" from the right edge and 4-5/16" from the top. Follow sample from previous for exact coverage and position. Carbonized area to be Black.

Note: The carbonized area on the form shall be smooth, free from pinholes and from a tendency to separate in flakes when in use; shall uniformly cover the specified areas; shall be free from "tack" or stickiness; shall be of such grade and sensitivity which will provide clear, clean, sharp and legible copies when used as specified and shall be of sufficient hardness to prevent smudging, offsetting or bleeding through under normal handling and storage.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .  
A complete set of negatives (4).

One sample to be used as a visual and construction guide.

Pallet Requirements.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Part 1 - White Carbonizing Bond, (basis size 17 x 22", basis weight 15-16 lbs. per 500 sheets).  
Part 2 - White Chemical Transfer CB (basis size 17 x 22", basis weight 16-20 lbs. per 500 sheets).  
Part 3 - White Chemical Transfer CF (basis size 17 x 22", basis weight 20-24 lbs. per 500 sheets).

**COLOR OF INK:**

Black

**PRINT PAGE:** See Above

**MARGINS:** Follow Copy Sample.

**PROOFS:**

**PRIOR TO PRODUCTION SAMPLES:** The sample requirement for this contract is no less than (5) printed and constructed samples. Each sample must be constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). Send samples together with the furnished media (copy, transparencies, electronic files) to: Army Publishing Directorate, Attn: Jamie Scordellis (703) 428-0179, 2461 Eisenhower Avenue, Hoffman Bldg. 1, Room 1020, Alexandria, VA 22331.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

Contractor must call Contract Compliance Section in the U.S. Government Printing Office (202) 512-0520 immediately upon sending/delivering proofs and immediately upon receiving the proofs back from the agency.

The Government will approve, conditionally approve or disapprove the samples within (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished and necessary changes made at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms {Pub. No. 310.2 effective December 1, 1987 (Rev 6-01)}.

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost of all samples shall be included in the contract price for the production quantity.

**PACKING:**

Fan fold suitably on the perforation. Pack 1,700 sets in durable uniform size Level C shipping containers which will insure delivery at destination in a satisfactory condition ready for free passage through the machines. One break per container, splices are not acceptable. Pallets required.

**LABELING/MARKING:** Include on all shipping container labels Stock No. "151172".

**DISTRIBUTION:**

Deliver 680,000 forms (400 cartons) to: Commander, Red River A, Forms & Pubs, 100 Main Drive, Bldg. 443, Texarkana, TX 75507-0001.

Deliver 5 sample sets, negatives and all furnished materials: Army Publishing Directorate, Attn: Jamie Scordellis (703) 428-0179, 2461 Eisenhower Avenue, Hoffman Bldg. 1, Room 1020, Alexandria, VA 22331.

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."